

## Eliminate Waste Through Teams Workshop

**Overview** Since all work is part of a process which may involve a number of stakeholders, many improvement activities are best accomplished by using a team. Developing a common understanding about what makes teams successful and guiding the team through its initial launch greatly enhances the team's likelihood of success and minimizes wasted time and frustration.

**Purpose** Once the critical projects have been identified, the next step is to develop the required skills for the CI teams which will be executing the projects.

### Results

Participants will learn:

- what makes an effective team
- team roles & responsibilities
- how to develop and use ground rules
- how to develop a good team charter and problem statement
- how to use the Conway 8-step model for problem solving and process improvement
- problem analysis using the simple tools
- imagineering and principles of process redesign
- effective decision making methods
- how to assess and improve teamwork effectiveness
- to develop a project plan for implementation
- the keys to effective communication & managing conflict
- how to manage meetings

### Methods

A brief review of key principles from The Right Way To Manage© Workshop is included as some participants may not have attended the earlier workshop.

This workshop is highly experiential, with over half the time spent working on the actual projects which were assigned to the teams.

At the conclusion of this training, the teams will have a clear path to implementing solutions to the problems that were assigned to them.

We recommend dividing the workshop into 2 segments, several weeks apart. This

interval gives participants time to gather and analyze data, practice the skills learned and identify barriers to progress.

### Who should participate

Team leaders, members and facilitators. Team sponsors should participate in the portions of the workshop during which the project purpose and scope are explained and the project plan has been drafted.